



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 7/8/2025

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hovertsz-SPI, 707-565-2550

Vote Requirement: Majority

Supervisorial District(s): All

Title:

Purchasing Agent Authority: Increase to Existing Delegation - Adopt

Recommended Action:

Adopt the proposed Ordinance to amend Section 2-54 of the County Code, to increase delegated signature authority for the County Purchasing Agent for services contracts in amounts that do not exceed \$200,000 per year.

Executive Summary:

Existing delegated signature authority for the County Purchasing Agent for service contracts is \$100,000 per year. This authority limit has been in place for the past eight years.

As part of the ongoing evaluation of current Purchasing rules and procedures, Sonoma County Public Infrastructure (SPI) is proposing that this authority be increased to \$200,000 per year.

This item is to finalize increased and clarified delegation and procurement measures approved by your Board on May 13, 2025, and if approved, would adopt an Ordinance to amend Section 2-54 of the County Code, to increase delegated signature authority for the County Purchasing Agent for services contracts in amounts that do not exceed \$200,000 per year.

Discussion:

Background: In Fiscal Year 23/24, a total of 710 professional service agreements were executed by the County of Sonoma. Of those, 395 were less than \$50,000 per year and were approved by Department Heads, 32 were between \$50,000 and \$100,000 and were approved by the Purchasing Agent, and 283 were above \$100,000 and were approved by the Board of Supervisors. Administrative time spent on Board Items for these agreements requires significant time and effort by both the Board and County staff.

California Government Code Section 25502.5 states "(a) In counties having a population of 200,000 or more, the Board of Supervisors may authorize the Purchasing Agent to engage independent contractors to perform services for the County or County officers, with or without the furnishing of material, when the annual aggregate cost does not exceed two hundred thousand dollars (\$200,000)." Currently, the Purchasing Agent's

authority is capped at one hundred thousand dollars (\$100,000), per Section 2-54(b) of the Sonoma County Code. This divergence contrasts with other delegated authority arrangements, where County officers have been delegated authority to the maximum amounts allowed by law, such as with regard to goods, commodities, and construction contracts (see, for example, Sonoma County Code Sections 2-350 et seq., adopting the maximum contracting authority limits for construction contracts under the California Uniform Public Construction Cost Accounting Act (CUPCCA)).

Proposed Solution: To streamline the procurement of services, bring services to the public more quickly, reduce costs associated with bringing routine service contracts to the Board for approval, and reduce the overall workload on County staff, SPI is requesting that County Code Section 2-54(b), be amended and increased to \$200,000 per year, to align with the current maximum amount allowed under state law.

Upon approval of the County Code amendments, staff will update all related Policies and Procedures and other applicable procurement materials.

Under existing County procurement policy, the maximum term of service agreements approved by the County Purchasing Agent under this increased authority would remain three years.

Notwithstanding the proposed changes to services contract authority, these recommended changes do not affect the Purchasing Agent's powers and duties as set forth in SCC Section 2-54 et seq. regarding the purchase of goods, equipment, and other personal property.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

May 13, 2025: Package of Supplements and Increases to Delegations of Authorities. Adopted a Resolution introducing, reading the title of, and waiving further reading of the proposed Ordinance amending Sonoma County Code Section 2-54, to increase delegated signature authority for the County Purchasing Agent for services contracts in amounts that do not exceed \$200,000 per year (First Read).

Sonoma County Ordinance No. 6165, dated May 24, 2016, amending Sonoma County Code Section 2-54 et seq., to increase purchasing authority of the Purchasing Agent and establish formal competitive solicitation threshold for service agreements at \$50,000 and above.

Resolution No. 16-0102, dated Board March 15, 2016, increasing purchasing authority of County Department Heads and Heads of Specified Agencies and Districts, from \$25,000 to \$50,000.

Resolution No. 95-0328, dated Board March 21, 1995, establishing exemptions from Purchasing procedures for County officers authorized to execute agreements for the purchase of specific items or services, within the limits otherwise established by the Board for the Purchasing Agent.

Sonoma County Ordinance No. 4654, dated April 6, 1993, authorizing the Purchasing Agent to engage independent contractors to perform services up to \$25,000.

FISCAL SUMMARY

	FY 25-26 Adopted	FY 26-27 Projected	FY 27-28 Projected
Expenditures			
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

There are no direct fiscal impacts associated with this request. Appropriations for service contracts for Departments will be included in their annual Recommended Budgets or through the quarterly Consolidated Budget Adjustment process.

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

- 1 – Ordinance Amending Article V, Chapter 2 of the County Code - Clean version
- 2 – Ordinance Amending Article V, Chapter 2 of the County Code - Red-lined version

Related Items “On File” with the Clerk of the Board:

None

